

# Regulatory Criteria Checklist

## INCLUDING SMALL BUSINESS LENS

*The purpose of the checklist is to demonstrate that legislative and regulatory changes have been developed according to the regulatory reform policy, while still protecting public health, safety and the environment.*

*Name of authorizing legislation:* \_\_\_\_\_

*Name of regulation, if applicable:* \_\_\_\_\_

*Purpose:* \_\_\_\_\_

**If the answer is “NO” to any of the below criteria, please attach an explanation.**

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<b>Regulatory Criteria</b>	<b>Criteria Met</b>
<b>1. Reverse Onus: Need is Justified</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Has the public policy been defined?</li><li>- Has the scope of the public policy problem been assessed?</li><li>- Is government intervention necessary to address the problem?</li><li>- Can a flexible policy be designed to fit different circumstances?</li><li>- Is there a way compliance can be voluntary?</li></ul>	
<b>2. Cost-Benefit Analysis</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Is the benefit to government or external partners worth the increased cost to business and those who must comply?</li><li>- If a formal cost-benefit analysis is not required, have the impacts of the requirements been analyzed?</li></ul>	
<b>3. Competitive Analysis</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Has the impact of the requirements on British Columbia’s economic competitiveness been assessed?</li><li>- Have the requirements been compared with other relevant jurisdictions?</li><li>- Have the regulatory requirements been analyzed for compliance with British Columbia’s obligations under the Trade, Investment, and Labour Mobility Agreement?</li></ul>	
<b>4. Streamlined Design</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Do the requirements avoid or eliminate duplication or overlap with federal or local government requirements, or those of other ministries?</li><li>- Can they be streamlined, harmonized with or incorporated into existing legislation/regulation/policy?</li><li>- Has business process mapping been undertaken to streamline the requirements and lessen the time needed to comply?</li></ul>	
<b>5. Replacement Principle</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Will one regulatory requirement be eliminated for each new regulatory requirement introduced by the legislation or regulation?</li></ul>	
<b>6. Results-Based Design</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"><li>- Does the design reflect government’s commitment to regulatory requirements that are results-based and use scientific evidence?</li><li>- Have market incentives been considered to achieve compliance and regulatory objectives?</li></ul>	

**7. Transparent Development**

YES  NO

- Are the requirements transparent for ease of access, understanding and compliance?
- Have interested parties had an opportunity to present their views during the development of the requirements?
- Have interested parties had the opportunity to see and comment on the proposed requirements?

**8. Time and Cost of Compliance**

YES  NO

- Has the amount of time needed to comply been reduced?
- Can compliance occur with existing resources (e.g. no additional staff, accountant, lawyer, is required)?
- No additional paperwork is required (costing time and money). If additional paperwork results, can this be incorporated into or streamlined with existing paperwork?
- Can compliance occur without specialized training? If training is needed, is it equally accessible to the rural areas of the province and for persons who do not have access to high speed (broad band) Internet?
- Have government service standards been set (e.g. response or turnaround time)?
- Have steps been considered to ensure that those who administer the requirements will respond in a timely way to those who are affected by the requirements?

**9. Plain Language**

YES  NO

- Have the requirements been drafted in a way that is easy to understand and facilitates compliance?

**10. Simple Communications**

YES  NO

- Will this change be communicated?
- Can it be described in less than one page?
- Can it be added to existing small business information sources such as the Small Business BC website?

**11. Sunset Review/Expiry Principle**

YES  NO

- Has a date been set to review the requirements to ensure continued relevancy, or does the legislation or regulation contain a sunset provision for requirements to expire?

<p align="center"><b>Number of Regulatory Requirements to be added:</b></p> <p align="center"><b>Number of Regulatory Requirements to be eliminated:</b></p> <p align="center"><b>NET CHANGE:</b></p>
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\_\_\_\_\_  
**Responsible Minister or Head of Regulatory Authority**

\_\_\_\_\_  
**Date**

**Ministry/Agency and Contact:** \_\_\_\_\_